

DUTY STATEMENT

Classification: Associate Programmer Analyst (Specialist)	Branch: Information Technology Services
Work Title: Programmer Analyst	Section: Project Development and Support Office
CBID: R01	Position No: 210-1579-006
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION:

Under the general supervision of the Project Development and Support Office (PDSO) Manager, the incumbent serves as an application development specialist for the Administrative Systems within the Energy Commission. The incumbent will perform complex technical application support duties including, but not limited to analysis, planning, designing, testing, training and maintenance in support of the information needs of the Efficiency and Renewable Energy Division. The incumbent is required to independently research, document and present application solutions to Commission staff and work in a project team environment to lower project risk and enhance success.

WORKING CONDITIONS:

The work is performed in an indoor office and/or meeting room setting involving sitting, standing, walking and extended periods of time using a computer.

DUTIES AND RESPONSIBILITIES:

The incumbent uses a high degree of independence and good judgment as an application administrator. Maintenance and support administration will require coordination with business process technical experts. The incumbent provides technical coding expertise, and understands internal application approval and reporting processes. The incumbent will work collaboratively with information technology staff on system documentation and change control processes for implementing changes and providing maintenance support. All application support efforts delivered to the production environment will be tested and training provided to Commission program staff. The incumbent should have an understanding of project management tools and methodologies. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment.

60% The incumbent provides programming maintenance and operational support for the Administrative systems that include application for the Efficiency and Renewable

Energy Division. Coordinates all work activities through the PDSO for existing and future system support to better determine evolving business needs. (E)

30% The incumbent provides web enabled and specific system support to Administrative systems using structured query language (SQL), performs operational support related to security updates, staff changes, remote access, process changes, and data clean-up. The incumbent will also work collaboratively with Financial Services and Human Resources and Service Support staff and staff representing various Commission offices on application documentation, problem diagnosis, and end user training. (E)

5% When appropriate, provide additional design solutions for Administrative systems enhancements that further requires implementing and coding user interfaces, user controls, business classes, data access and reporting. Perform testing of new code and enhancements for quality assurance control within the new environment prior to production implementation. (E)

5% Support other applications and perform technical and analytical duties consistent with the classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
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Vacant <i>Employee</i>	Atlas Hill <i>Supervisor</i>
Date	Date